







Fulbright Teaching Excellence and Achievement (Fulbright TEA) Program

A program sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), with funding provided by the U.S. Government and administered by IREX

2019-2020 ONLINE APPLICATION GUIDE FOR APPLICANTS

Please confirm with the U.S. Embassy/Fulbright Commission in your country that the online application is being accepted.

Register as a new applicant by creating an account at: https://oas.irex.org/fulbrighttea

IREX Fulbright TEA Program Application Welcome to the IREX Online Application System. You can use this system to prepare Returning Applicant: Sign In and submit your application for the 2019-2020 Fulbright Teaching Excellence and Achievement (TEA) Program. Username (Email Address)* If you are a returning applicant, please use the form to the right to log in with your youremail@hosting.com existing username and password. You can also click the "I forgot my username/password" link for help retrieving your login information. Password* If you are a new applicant, please click the button below to begin the registration process. Please note that you must be able to scan documents and upload those documents to complete this online application. Applications that do not include all of Sign In the required supplemental documents will not be considered complete. New Applicant: Register I forgot my username/password Start New Application









IREX Fulbright TEA Program Application

To begin a new registration account, please create a username and password. Click here to go back to the Logon screen.	Terms and Conditions		
Username (Email Address)* youremail@hosting.com Password* (must be at least 8 characters) Confirm your password*	By registering with this online application system, you acknowledge that you have read and understand these terms and conditions and IREX's privacy policy. By checking the box that says 'Yes, I have read and I acknowledge these terms and conditions button and IREX's privacy statement' below, you certify that you have the technical means and capacity to produce all supplemental documents associated withis application in one of the following electronic file formats: .doc, .docx, .ppt, .pptxzip, .pdf, .png, .gif or .jpg. Please note that you must be able to scan documents ar upload those documents to complete this online application.		
☐ I have read and understand the Terms and Conditions on this page and IREX's Privacy Policy. Create Account	Applications that do not include all of the required supplemental documents will not be considered complete. Once you begin the process of filling out the online application, you may save your progress and exit the system without losing the information or attachments that have already been entered.		
IREX Online Application System	Support + Terms & Conditions + Privacy Policy		

2. **The home page** allows you to view all of the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started. Note: You do not need to finish the application in one sitting. Remember your login information and you may come back to the application at any time prior to your country specific deadline.



You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the hyperlinked section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

Section Name	Instructions	Status
I. General Information	Supply general applicant information, including name, and date of birth.	✓ Complete
II. Contact Information	Supply detailed phone, email, and address information.	⚠ Not Started
III. Teaching Disciplines	Supply information about your current teaching assignments.	✓ Complete
IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	In Progress



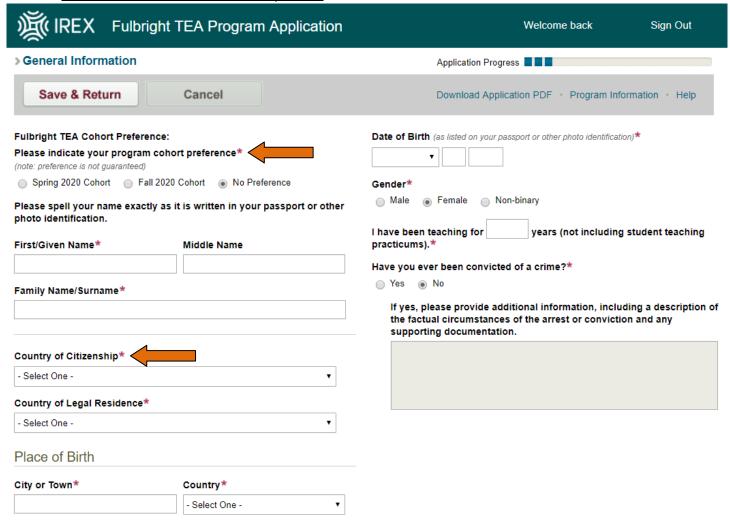






3. Click on **each section** of the application to enter information about yourself. Make sure to Save & Return to the main application page when you are finished with each section.

Questions with a red asterisk (*) are required questions. <u>The section will not be complete until all of the boxes with red asterisks are completed.</u>





Statement of Purpose







A Not Started

4. Section XI. Essay Questions: Please note that there are multiple components of this section.

XII. Essay Questions	Please provide additional information regarding your professional interested and qualifications for the exchange program.	
International Exposure		In Progress
Additional Education or Professional Experience & Activity		In Progress
Statement of Purpose		In Progress
XI. Essay Questions		
International Exposure		▲ Not Started
Additional Education or Professional Experience & Activity		Not Started
Special Focus Cohort	Indicate your interest in participating in a Fulbright TEA cohort that will focus on gender responsive classrooms and improving education for girls.	Not Started

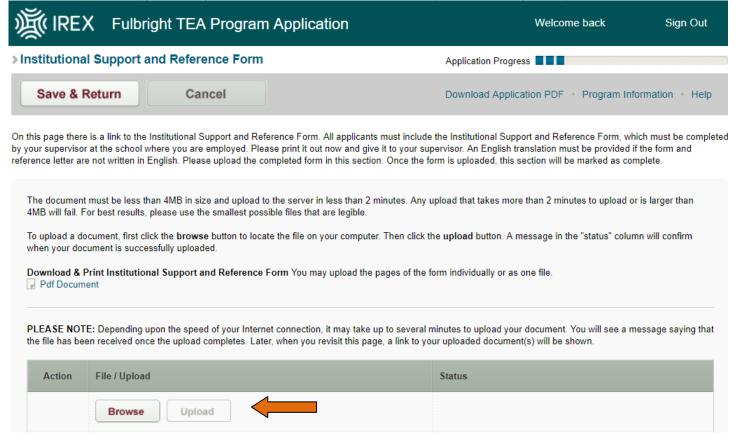








5. Sections XII and XIII. Institutional Support and Reference Form and Leave Approval Form: In these sections, please download and print the Institutional Support and Reference Form and Leave Approval Form. These forms must be completed for your application to be considered complete. Your supervisor must fill out the Institutional Support and Reference Form. The School Director at the school where you are currently employed must fill out the Leave Approval Form. Once these forms are completed, upload an electronic copy to the system. These sections are not complete until they are uploaded.

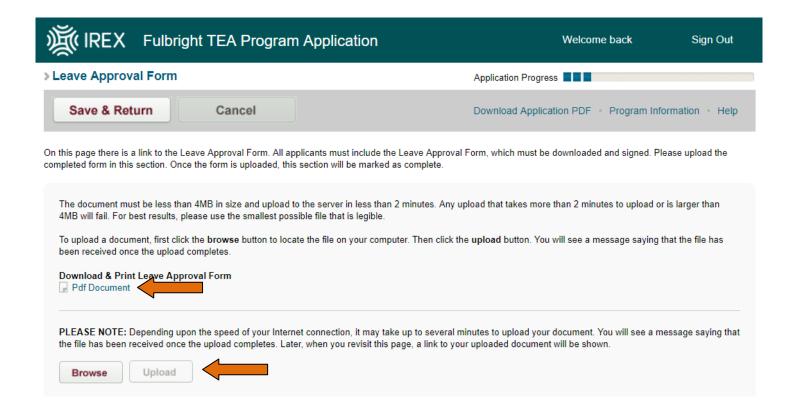




















6. **Section XIV. Privacy Policy and Application Certification Statement:** Once you have carefully read the privacy policy, please check the box to indicate that you understand all notes and disclaimers.



Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. Applicant and Participant Information Content and Storage

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2 Use of Information

Information, which is described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program's funding organization;
- C. Submitted to potential host schools, universities, and/or organizations that provide Fellowship opportunities;
- Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX and the program funding organizations;
- E. Used for notifying program participants/alumni of upcoming events and programs;
- F. Provided to participants/alumni of this and other US government-sponsored programs for the purpose of fostering alumni networking; and
- G. Used by IREX for general promotional purposes in written or electronic form, including program directories, newsletters, web sites and other promotional materials.

If the applicant or current or past participant does not want to be included in points F and G, it is their responsibility to notify their specific program administrator at IREX. An opportunity to do so will be included in the program Terms and Conditions document that participants submit when accepting the Fellowship.

IREX does not sell applicant, or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

© CERTIFICATION: Impleted this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein. I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the Fulbright Teaching Excellence and Achievement Program (Fulbright TEA).

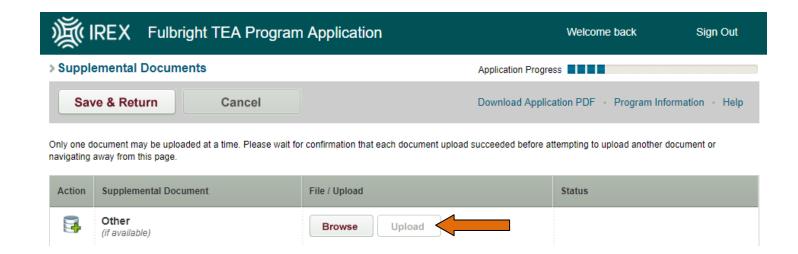








7. **Section XV. Supplemental Documents**: If you would like to upload any other documents that you feel strengthen your application, please do so here.



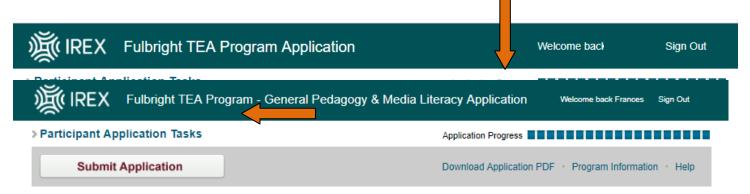




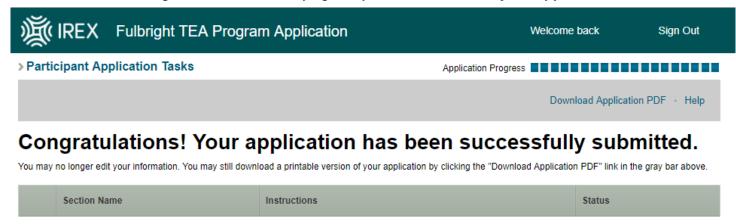




8. When you have **completed all sections**, click "Download Application PDF" to save a copy of your application for your records. Finally click "Submit Application". The screen will show a preview of your application. Review the information. If you have no further changes, click "Submit Application" a second time and your application will be submitted.



9. You will see a message on the screen verifying that you have submitted your application.



Please contact IREX at fulbrighttea@irex.org if you have any questions about using the Online Application System.